# University of Vienna Data Protection Declaration

The University of Vienna is the contracting authority, that is, the party responsible for data processing as defined by the General Data Protection Regulation (GDPR). In accordance with the data requirements for the party responsible, we kindly ask you to take note of the information below.

The party responsible for data processing is the University of Vienna, Universitätsring 1, 1010 Vienna. The contact person is Thomas Leitner, +43-1-4277-50639, thomas.leitner@univie.ac.at. You can contact the data protection officers at the University of Vienna at: datenschutzbeauftragter@univie.ac.at.

Legal basis for processing:
1. Consent from the person concerned
2. Fulfilment of the agreement concluded with the person concerned
3. Fulfilment of a statutory obligation by the University of Vienna
4. Fulfilment of a task in the public interest by the University of Vienna
5. Prevailing legitimate interests on the part of the University of Vienna
6. Exercising rights granted by labour and social law
7. Archive management, statistics, research purposes
8. The data was made public by the person concerned.

The University of Vienna will process the following categories of personal data in the course of the current data processing:

## a) Staff and project database

| Category | Legal basis | Storage period |
|---|---|---|
| Name | 2 | Unlimited |
| Sex | 3 | Unlimited |
| Personnel number (falls vorhanden) | 2 | Unlimited |
| Homepage | 8 | Unlimited |
| E-mail address | 5 | Unlimited |
| Work address | 2 | Unlimited |
| Work phone number | 2 | Unlimited |
| Studies data (for students) | 3 | Unlimited |
| Project data | 2 | Unlimited |
| Contract data (Assignment of person to project) | 3 | Unlimited |
| Access log | 2 | 1 month |

As soon as the purpose of the data processing is achieved, the data will be locked or deleted.

## b)     Authentication and authorization system

| Category | Legal basis | Storage period |
|---|---|---|
| Name | 2 | 2 years after expiration |
| math:account | 2 | 2 years after expiration |
| E-mail address | 2 | 2 years after expiration |
| u:account | 2 | 2 years after expiration |
| Log-in data | 2 | 2 years after expiration |
| Directory access log | 2 | 1 month |

## c)     Print, scan and copy system

| Category | Legal basis | Storage period |
|---|---|---|
| Name | 2 | 2 years after expiration |
| math:account | 2 | 2 years after expiration |
| E-mail address | 2 | 2 years after expiration |
| u:account | 2 | 2 years after expiration |
| Print job | 2 | 7 days |
| Failed scans | 2 | 7 days |
| Device log | 2 | 31 days |
| Spooler log | 2 | 6 months |
| Print history | 2,5 | 31 days |

## d)     Fileservices

| Category | Legal basis | Storage period |
|---|---|---|
| math:account | 2 | 2 years after expiration |
| Log-in data | 2 | 2 years after expiration |
| Account data | 2 | 2 years after expiration |

## e)     Calendar and address book service

| Category | Legal basis | Speichedauer |
|---|---|---|
| Name | 2 | 2 years after expiration |
| math:account | 2 | 2 years after expiration |
| E-mail address | 2 | 2 years after expiration |
| Group membership | 2 | 2 years after expiration |
| Calendars and their entries | 2 | 2 years after expiration |
| Address books and their entries | 2 | 2 years after expiration |
| Access log | 2 | 1 month |

## f)     RequestTracker

| Category | Legal basis | Storage period |
|---|---|---|
| Name | 2 | Unlimited |
| math:account | 2 | Unlimited |
| E-mail address | 2 | Unlimited |
| Request | 2,5 | Unlimited |
| Access log | 2 | 1 month |

As soon as the purpose of the data processing is achieved, the data will be locked or deleted.

## g)     Management of assets and IP addresses

| Category | Legal basis | Storage period |
|---|---|---|
| IP  data | 2 | 2 years after expiration |
| math:account | 2 | 2 years after expiration |
| Name | 2 | 2 years after expiration |
| Access log | 2 | 1 month |


Should the provision of personal data for this data processing be required by law, by contract or for the conclusion of a contract, your failure to provide the data may result in the University of Vienna not being able to meet its obligations to you.

As a person affected by data processing, you have the right to the following services from the University of Vienna concerning your data:
- Information
- Correction
- Deletion
- Restriction
- Data transferability
- Termination of further processing, if the legal basis for processing is a prevailing legitimate interests on the part of the contracting authority or the data is processed for scientific or historical research purposes or for statistical uses.

**You also have the opportunity to withdraw consent given for data processing at any time without providing reasons.** Finally, you have the opportunity to lodge a complaint with the Austrian Data Protection Authority (www.dsb.gv.at) concerning any data processing that was, in your opinion, not authorised.

Vienna, 06.10.2023